KPass

User Manual

Training and Education Services, IST Division

KALEIDA HEALTH

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Notes

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Introduction

What is KPass?

KPass Portal is a password reset application that allows you to reset passwords for many of the applications that you work with each day. Using KPass, you can choose to reset one password, or several passwords at once. Another feature of this system, known as **Tsync**, synchronizes all your available system passwords, making them the same, whenever you change your Network ID password.

Which Passwords Can I Reset?

- The application (or system) must be available within KPass. At this time, the systems that are available for password resets and synchronization are:
  - Cerner
  - Eclipsys Web
  - Eclipsys Text
  - Kaleida Campus
  - Lawson Unix (LID)
  - Lawson Portal
  - Network Account
  - Remote Access (VPN)
- More applications will be available in KPass in the future.

Getting Started

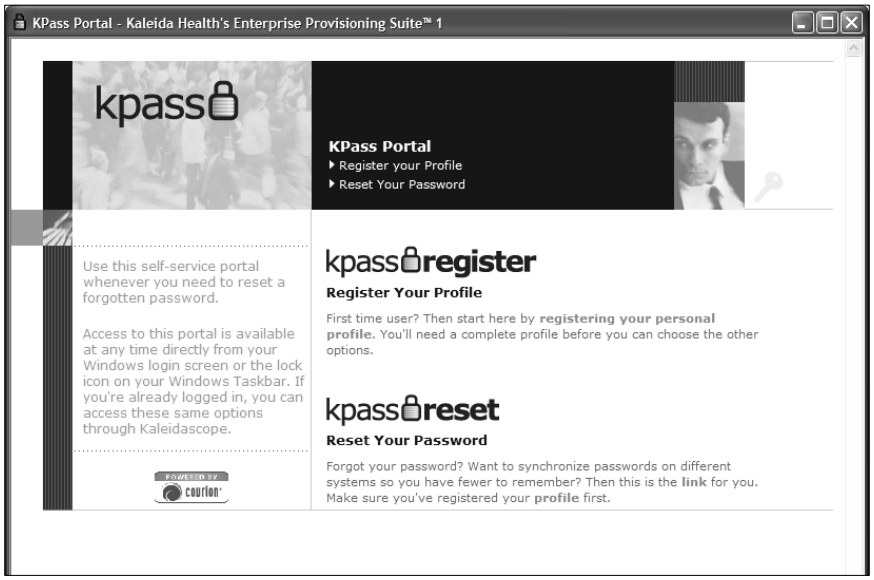
Opening KPass

Once KPass is installed on your PC, you will have two ways of accessing the application. The first method is during the initial startup of your PC, at the **Welcome to Kaleida Health** sign on window. Your window will have a **KPass Portal** button, as seen below. Clicking this button will open the **KPass Portal** window.

Click here to open the **KPass** Portal.

The second method of opening the Portal is through the **lock** icon in the system tray located in the lower-right corner of your computer desktop. Clicking the **lock** icon will open the **KPass Portal** window.

1. To begin, click the **KPass Portal** button, or click on the **lock** icon.
   - The **KPass Portal** window displays.


KPass Portal - Kaleida Health's Enterprise Provisioning Suite™ 1
kpass
KPass Portal
Register your Profile
Reset Your Password
Use this self-service portal whenever you need to reset a forgotten password.
Access to this portal is available at any time directly from your Windows login screen or the lock icon on your Windows Taskbar. If you're already logged in, you can access these same options through Kaleidascope.
kpassregister
Register Your Profile
First time user? Then start here by registering your personal profile. You'll need a complete profile before you can choose the other options.
kpassreset
Reset Your Password
Forgot your password? Want to synchronize passwords on different systems so you have fewer to remember? Then this is the link for you. Make sure you've registered your profile first.

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Getting Started (Cont.)

Registering your Profile

Before you can begin resetting or synchronizing passwords, you must first complete a personal profile. **You can only register your profile once.**

1. Make sure the **KPass Portal** window is open on your screen.
   - See page 3 for information on opening the KPass portal.
2. Click on the **Register Your Profile** link.
   - The **Profile Registration – User Authentication** window displays.

Profile Registration - User Authentication
KALEIDA HEALTH
ENTERPRISE PROVISIONING SUITE™
Kaleida Health's KPass Provisioning System
: Help : Required Input Field : Numeric Field : Read Only Field logout
KPass Profile Registration
Please enter your last name, employee ID, month of birth (mm), day of birth (DD), and your year of birth (yyyy), in the spaces provided for access to KPass Profile Registration. Setting up your profile will enable you to do Self Service password resets for numerous Kaleida applications.
The legend will assist you in correctly filling out the fields.
Last Name
Employee ID
BirthDate Month (MM)
BirthDate Day (DD)
BirthDate Year (YYYY)
Next

   - There is a legend available on the **Profile Registration** window that indicates specific parameters about each field. For example, information will display when you hover your mouse over the question mark icon giving help for that field.
3. Type your last name in the **Last Name** field.
4. Press the **Tab** key on your keyboard to continue.
5. Type your employee number in the **Employee ID** field.
6. Press the **Tab** key on your keyboard to continue.

Getting Started (Cont.)

Registering your Profile (Cont.)

7. Type in your birth month in the 2 digit month format (i.e. type in "11" to indicate "November") in the **BirthDate Month (MM)** field.

8. Press the **Tab** key on your keyboard to continue.

9. Type in your birth day in the 2 digit day format (i.e. type in "01"; not 1) in the **BirthDate Day (DD**) field.

10. Press the **Tab** key on your keyboard to continue.

11. Type in your birth year in the 4 digit year format (i.e. type in "1971"; not "71") in the **BirthDate Year (YYYY)** field.

12. Confirm that everything was entered correctly.

13. Click the **Next** button.
    - The **Complete Your Profile** window displays.
    - You will be asked to create a series of questions that only you would know the answer to.
    - **Important note:** Be sure to remember your answers, as well as how you entered them, because when you use KPass to reset your password(s), you will be asked to answer these questions.

14. Click the **Question 1** drop-down and select a question.

15. Type your answer in the text box below the question.

16. Repeat steps **14** and **15** for the remaining questions.

17. Click the **Next** button.
    - A confirmation window displays, thanking you for registering.

18. Click the **Close** button.
    - You can also click the **KPass Portal** button to begin resetting passwords.

19. You and your supervisor will receive an e-mail from **Courion@KaleidaHealth.org** confirming your registration.
    - Contact the **Technology Assistance Center at 859-7777** if you need assistance with registering your profile.

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Resetting Your Password

KPass is used to reset passwords for one or more applications.

Before you continue please take note of the following information:

- You can select a single account and change a single password.
- You can select multiple accounts simultaneously. If you choose more than one account, the new password you have chosen, will be applied to all of the accounts you have selected.
- If you select to change the password for your network account using Ctrl-Alt-Delete, it will begin a process called **Tsync**. Tsync will change ALL of your accounts that are available in KPass to this new password. **This also applies to when your network password expires**.
- When resetting passwords for Eclipsys Web, please note that you cannot use the ~ symbol or the ^ symbol.
- When resetting a password for Lawson Unix (LID), please note that you cannot use the # symbol and the @ symbol.
- You will get a confirmation e-mail each time you use KPass. If you ever receive a confirmation e-mail from **Courion@KaleidaHealth.org** and you did NOT use KPass to reset passwords, please contact the Technology Assistance Center at 859-7777.
- If you have any questions, or need assistance using KPass, contact the **Technology Assistance Center (TAC) at 859-7777**.

The following exercise demonstrates the process of resetting a password.

1. Open the **KPass Portal** window.
   - For additional information, see page 3.
2. Click on the **Reset Your Password** link.
   - The **KPass Password Reset** window displays.
3. Type your last name in the **Last Name** field.
4. Press the **Tab** key on your keyboard to continue.
5. Type your employee number in the **Employee ID** field.
6. Press the **Tab** key on your keyboard to continue.

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Resetting Your Password (Cont.)

7. Type in your birth month in the 2 digit month format (i.e. type in “11” to indicate “November”) in the **BirthDate Month (MM)** field.

8. Press the **Tab** key on your keyboard to continue.

9. Type in your birth day in the 2 digit day format (i.e. type in “01”; not 1) in the **BirthDate Day (DD)** field.

10. Press the **Tab** key on your keyboard to continue.

11. Type in your birth year in the 4 digit year format (i.e. type in “1971”; not “71”) in the **BirthDate Year (YYYY)** field.

12. Confirm that everything was entered correctly.

13. Click the **Next** button.
    - Two of the five questions you selected during registration display.

14. Answer the **first question** by typing your answer in the empty text box below the question.

15. Press the **Tab** key on your keyboard to continue.

16. Answer the **second question** by typing your answer in the empty text box below the question.

17. Click the **Next** button.
    - The **Select Resources to Reset - Step 4** window displays.
    - You will need to select the applications you wish to reset your password for.

18. Click in the **checkbox** to the left of the application(s) to be reset.
    - If you select more then one application, all selected applications will be changed to the SAME password that you select.
    - **Important Note**: Be sure that you have correctly selected the applications to reset before clicking the **Next** button.

19. Click the **Next** button.

20. Type your **new password** in both fields.

21. Click the **Next** button.

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Resetting Your Password (Cont.)

- Once your request has processed, a confirmation screen displays indicating the success of your password resets.
- If any password reset attempt fails, contact the Technology Assistance Center (TAC) at 859-7777.

22. Click the **Close** button.

23. You will receive an e-mail from Courion@KaleidaHealth.org confirming your recent changes.